



675 U.S. Courthouse, 801 Broadway, Nashville, Tennessee 37203

April 18, 2002

TENNESSEE BULLETIN NO. 250-02-1

SUBJECT: FNM – SUBMISSION OF 2001 RIT ALLOWANCE CLAIMS

Purpose: To provide guidance to transferred employees on the submission of RIT claims.

Expiration Date: September 30, 2003

Employees should now submit 2001 Relocation Income Tax (RIT) Allowance Claims. This applies to anyone who received moving expense reimbursement in 2001 for transfer-of-station entitlements such as temporary quarters, shipment of household goods, enroute travel, etc.

Claims should be prepared and submitted based on the November 1, 1985 instructions issued by NFC. RIT claims must be submitted using Form AD-616R (Rev. 11/96) Travel Voucher (Relocation). A copy of the instructions and necessary forms can be obtained from your administrative office (division or state office). Completed claims should be sent through your administrative office to Susan Hopkins, State Administrative Officer, for approval.

All employees who meet the criteria in the first paragraph must submit a RIT claim. NFC will deduct previously paid Withholding Tax Allowance (WTA) from salary payments if employees do not file a RIT claim. If you have any questions, please contact your administrative office.

/s/ SUSAN M. HOPKINS
State Administrative Officer